

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	Page 1 of 15
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 04/14/2004	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. <i>(If applicable)</i>		
6. ISSUED BY DOT/Maritime Administration, MAR-380 400 Seventh Street, SW., Room 7310 Washington, DC 20590		CODE 00091	7. ADMINISTERED BY <i>(If other than Item 6)</i> DOT/Maritime Administration, MAR-380 400 Seventh Street, SW., Room 7310 Washington, DC 20590		CODE 00091
8. NAME AND ADDRESS OF CONTRACTOR <i>(No., street, county, State and Zip Code)</i>			(X)	9A. AMENDMENT OF SOLICITATION NO. DTMA1R04014	
			(X)	9B. DATED <i>(SEE ITEM 11)</i> 03/30/2004	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED <i>(SEE ITEM 13)</i>	
CODE			FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☒ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: <i>(Specify authority)</i> THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER <i>(Specify type of modification and authority)</i>

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

Amendment 0001 to DTMA1R04014 is issued to make the following clarifications/corrections:

1. Section L.1- Instructions for the Preparation of Technical and Cost Proposals - Proposal Instructions - General, Part I - SF-33 - 1st sentence - Delete SF-33 blocks 19 and 20, those blocks are to be completed by the Government. Part IV - Representations and Certifications - sentence is changed to read "Offerors shall complete and submit the representations and certifications provided on the VOA."
2. Section - C.2 - Travel - C.2.1 change to read " Travel . . . in accordance with clause G.12."
3. Section F.8 - Place of Performance - F.8 - Add the following: The Naval War College shall provide office space, basic office equipment and supplies to be used in the performance of this contract.
4. Section G.3 - Government Furnished Property - G.3 - Change "Word Processing Equipment" to "Basic office equipment, including a computer . . ."
5. The deadline for proposal submission is extended to 4:00 PM Eastern Daylight Time, May 7, 2004.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER <i>(Type or print)</i> Rilla A. Gaither	
15B. CONTRACTOR/OFFEROR <i>(Signature of person authorized to sign)</i>	15C. DATE SIGNED	16B. United States of America BY _____ <i>(Signature of Contracting Officer)</i>	16C. DATE SIGNED

Line Item Summary		Document Number	Title			Page
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No Funding Information						
Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
No Changed Line Item Fields						
Previous Total:						
Modification Total:						
Grand Total:						

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SECTION A -- SOLICITATION/CONTRACT FORM

A.1 SUMMARY OF CHANGES

The free form item 'Descriptions/Specifications/Work Statement has been edited.

The free form item 'Deliveries or Performance has been edited.

The free form item 'Contract Administration Data has been edited.

The free form item 'Instructions for the Preparation of Technical and Cost Proposals has been edited.

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SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1 DESCRIPTIONS/SPECIFICATIONS/WORK STATEMENT

C.1 Statement of Work

1.1 The Contractor shall perform the duties of the Emory S. Land Chair of Merchant Marine Affairs at the U. S. Naval War College (NWC). This involves development and execution of courses of instruction on the merchant marine and the U.S. maritime industry for senior military and civilian students at the NWC, including development of curricula, preparation of teaching materials, conduct of seminars, lectures, and classes, and evaluation of student performance. The Contractor shall focus his or her efforts, whenever appropriate, on the Maritime Administration's (MARAD's) role regarding military logistics including intermodalism, strategic sealift, naval control and protection of shipping, NATO and national security related programs. In addition to conducting and supervising research programs related to the general curriculum of the NWC, the Contractor will encourage and support student research that focuses on national security related programs that have MARAD involvement.

1.1.1 The Government requires the services of a single individual, whether or not self employed, who will serve as the Contractor for the full term of the contract, including options, if exercised. The individual selected shall possess a Government Top Secret Security clearance upon notice to proceed. Failure to obtain a Top Secret Security Clearance will render the Contractor non-compliant with the contract requirements and will result in a termination for default in accordance with the Clause at 52.249-8.

1.2 Tasks

1.2.1 Develop, maintain and expand as appropriate the curriculum for U.S. maritime industry (merchant marine) courses as well as the general education curriculum at the Naval War College, to emphasize the importance of maritime logistics material on such subjects as merchant marine capabilities for reliance upon the commercial sealift support and operation as a naval auxiliary, shipbuilding and repair peacetime mobilization capability, merchant marine manpower, the functions of the National Shipping Authority, and NATO emergency shipping procedures.

1.2.2 Prepare teaching materials and training aids, including case studies, teaching notes, examinations and visual aids. This function may also include the use of electronic simulators at the Naval War College in connection with merchant marine related instruction.

1.2.3 Conduct case studies, discussions, seminars, lectures, and other classroom activities. Due to the emphasis on student participation at the Naval War College, the Contractor must use effective teaching techniques that enable students to gain experience in analyzing data, defining problems, formulating solutions and designing effective means of implementation.

1.2.4 Evaluate students and advise them on their progress and performance. Design methods of progress appraisal and apply them in a manner that strengthens and increases student motivation.

1.2.5 Formulate and conduct a broad program of academic research on merchant marine affairs with special emphasis on areas of common interest to the U.S. maritime industry and the U.S. Navy. The incumbent advises students who participate in this program of research and assists them in activities, such as choosing topics, defining the research strategy, collecting and analyzing data and presenting results. Endorse research topics which can increase the visibility of the historical and future importance of the U.S. merchant marine and related maritime industry infrastructure.

1.2.6 Represent the Maritime Administration and the U.S. maritime industry to the broad Naval and Joint Service community. This will require appearances before Naval and other military audiences in various forums. The ability to build and maintain a rapport with military and civilian leaders and students is critical.

1.2.7 Establish and maintain necessary contacts with government officials at MARAD, Department of Defense (DoD), other government agencies and the maritime industry in order to enhance his or her ability to communicate MARAD's National Security interests to the students, faculty and President of the NWC.

1.2.8 Work with MARAD staff and other maritime industry sources to ensure that MARAD's contributions in maritime related areas of strategic sealift, merchant marine manpower, intermodalism, ship operations, and ship industrial support infrastructure are properly presented to students, President of NWC, faculty and staff of the NWC.

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1.2.9 Expose students to the U.S. marine industry's importance to the art of logistics. This shall include, at the strategic level, the commercial development of transportation and, at the operational level, its integration with government owned/controlled transportation. The Contractor shall focus on the critical role played by the maritime transportation industry in ensuring the delivery of units, personnel, equipment, and supplies from 'the fort to the foxhole' or wherever the commander might direct. Students should receive instruction which includes a full description of the Voluntary Intermodal Sealift Agreement (VISA) program; the Maritime Security Program (MSP) and the Jones Act and associated commitments in assuring that commercial transportation resources and U.S. mariners will be available to DoD during a military contingency.

1.2.10 Integrate maritime intermodal and strategic logistics into the general education curriculum at the NWC. This includes expansion of the general education curriculum that covers all aspects of transportation for the DoD community.

1.2.11 Highlight MARAD's management of the Ready Reserve Force (RRF) and its improvements since Operation Desert Shield/Storm as the government's most cost efficient component of the organic fleet. Advocate the RRF program in terms of readiness improvements, Reduced Operating Status (ROS) crews, maintenance programs, and DoD's RRF requirements for readiness, siting, sizing and composition.

1.2.12 Provide MARAD officials with feedback on developments at the NWC and elsewhere that could enhance MARAD's visibility as a player in both the commercial and strategic sealift organic fleet arenas. Offer potential solutions and advice on how MARAD can achieve a more prominent role at the NWC.

1.2.13 Promote the Maritime Administrator's attendance at various NWC events and address the student population on an annual basis.

C.2 Travel

2.1 Travel will be as directed by the Contracting Officer's Technical Representative (COTR). Travel costs will be reimbursed by MARAD in accordance with clause **G.12**.

C.3 Deliverables

3.1 All documents required by C.1.2, above, shall be delivered to the designated Government representative(s) at the U.S. Naval War College in accordance with the schedule established by that institution. Designation of the Government representative will be made at time of Notice to Proceed.

3.2 Copies of deliverables will be provided to the COTR in accordance with F.

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SECTION F -- DELIVERIES OR PERFORMANCE

F.1 DELIVERIES OR PERFORMANCE

Reports

The Contractor shall provide a written Quarterly Progress Report (report) on accomplishments and activities which demonstrate that the NWC, its President, faculty and students appreciate the role of the U.S. Merchant Marine, U.S. merchant mariners, Ready Reserve Force (RRF), and other MARAD programs in improving the United States ability to provide cost effective sealift for national security purposes. The report will address one of the following reporting periods: January through March; April through June; July through September; and October through December. Each report shall be received by MARAD no later than one month following the end of the most recent quarter. The Contractor shall prepare one (1) copy of the report and submit it to the COTR. As a minimum, the report will cover the following items:

- (a) A synopsis of work performed during the previous quarter including copies of teaching aids and materials prepared under C.1.2.2, any materials prepared for use in C.1.2.3, and reports of any completed research projects conducted under C.1.2.5.
- (b) Significant findings, problems, delays, inclusions, events, trends, etc. of the reporting period which result from or affect the performance of the contract.
- (c) A brief description of work planned for the next reporting period.
- (d) Specific action required by the Government to assist in the resolution of a problem or to effect the timely progression of the contract.

F.3 Review of Documents

All documents, including research reports under C.1.2.5 which may be destined for publication must be submitted for approval to the Contracting Officer's Technical Representative (COTR), who will require four weeks for review.

F.4 Period of Performance

The base period of performance of this contract is from Notice to Proceed through 31 July 2005 with four (4) one-year options at the Government's option.

F.5 Effective Date

The effective date for the contract is the date the contract is signed by the Contracting Officer.

F.6 Delivery Location

Shipment of deliverable items, other than reports, shall be to:

The Government representative(s) at the U.S. Naval War College, Newport, Rhode Island as designated by the Contracting Officer's Technical Representative (COTR).

F.7 Work Hours

Performance of this contract will be during the regular work week as established by the U.S. Naval War College, except as authorized/directed by the Contracting Officer's Technical Representative (COTR).

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F.8 Place of Performance

All work shall take place at the Naval War College, Newport, Rhode Island except as authorized/directed by the Contracting Officer's Technical Representative (COTR). **The Naval War College shall provide office space, basic office equipment and supplies to be used in the performance of this contract.**

F.9 Data

Any data developed in performance of the this Contract shall be delivered to the U.S. Naval War College.

F.10 Notice to Proceed

No work shall be performed except pursuant to a Notice to Proceed given by the Contracting Officer.

F.11 Performance Quality Control

Performance deemed by the Contracting Officer or the Contracting Officer's Technical Representative (COTR) to be below the acceptable requirements as set forth in this contract shall be subject to penalties, in accordance with the terms and conditions of the contract. Instances shall be judged on a case by case basis and remedies may include, but are not limited to:

- (a) Re-performance by the Contractor, for his account.
- (b) Re-performance by the Government and charged to the Contractor's account.
- (c) Reduction in price.
- (d) Termination for default.

The foregoing shall not be construed as a waiver or modification of any rights available to the Government under other clauses.

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SECTION G -- CONTRACT ADMINISTRATION DATA

G.1 CONTRACT ADMINISTRATION DATA

Contracting Officer's Technical Representative (COTR)

1.1 The COTR is responsible for the technical aspects of the project and technical liaison with the Contractor. The COTR is also responsible for the final inspection and acceptance of all reports, and such other responsibilities as may be specified in the contract.

1.2 The COTR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes which affect the contract price, terms or conditions. Any Contractor request for changes shall be referred to the Contracting Officer directly or through the COTR. No such changes shall be made without the expressed prior written authorization of the Contracting Officer. The COTR may designate assistant COTR(s) to act for him by naming such assistant in writing and transmitting a copy of such designation through the Contracting Officer to the Contractor.

1.3 The COTR for this contract will be:

William G. Kurfels
Program Analyst
Maritime Administration
MAR-632, Room 7304
400th Seventh Street, S.W.
Washington, DC 20590

1.4 The COTR may be changed by the Government at any time, but notification of the change, including the name and address of the successor COTR, will be promptly provided to the Contractor by the Contracting Officer in writing.

G.2 Address of Correspondence

All correspondence except as otherwise specified shall be directed to the Contracting Officer at the following address:

Rilla A. Gaither
Contracting Officer
Maritime Administration
MAR-380, Room 7310
400 Seventh Street, S.W.
Washington, DC 20590

The Contract Administrator for this contract is:

Barbara Gillum
Purchasing Agent
Maritime Administration
MAR-380, Room 7310
400 Seventh Street, S.W.
Washington, DC 20590

G.3 Government-Furnished Property

The Government will provide the following item(s) of Government property to the Contractor for use in the performance of this contract. This property shall be used by the Contractor in accordance with provisions of the "Government Property" clause (See Section I). Notwithstanding the requirements of the Government Property clause, the Government shall maintain the property.

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Basic Office Equipment, including a computer to be identified at time of Notice to Proceed.

G.4 Control of Government Furnished Property

Control of Government property shall be accomplished in accordance with the Government Property clause of this contract (See Section I) and Transportation Acquisition Regulations (TAR) 1245.5 "Management of Government Property in the Possession of Contractors". The designated Property Administrator for this contract is:

Jerome D. Davis
Chief, Division of Supply, Space, and Office Services
Maritime Administration
MAR-313, Room 7313
400 Seventh Street, S.W.
Washington, DC 20590

G.5 Communications

5.1 Except as specified in paragraph 5.2 below, no order, statement, or conduct of Government personnel who communicate with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

5.2 The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise granted in writing by the Contracting Officer or included as part of the contract.

G.6 Accounting Data

The appropriate data for this contract is as follows:

303 9 04 30 40TECO 254T 043000461

G.7 Progress Meetings

The Contractor shall participate in progress reviews at the Maritime Administration (MARAD) headquarters or other sites as deemed appropriate. (Also see clause F.2.) These reviews shall address the categories of materials, products, and outstanding contractual matters. The Contractor shall take minutes of these meetings and, if required by the Government, make them available to the Contracting Officer and all those who participated in the meetings.

G.8 Payment Due Date

8.1 Payments under this contract will be due on the 30th calendar day after the date of actual receipt of a proper invoice in the office designated to receive the invoice or the 30th day after services have been provided, whichever is later.

8.2 The date of the check issued in payment shall be considered to be the date payment is made.

8.3 Payments under this contract will not be paid earlier than the date specified herein unless the Contractor offers a discount. The Government will take discounts only when economically justified under the provisions of Volume I, Treasury Fiscal Requirements Manual 6-8040.30.

G.9 Invoice Requirements

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Invoices shall be submitted in an original and one (1) copy to: U.S. Department of Transportation, Maritime Administration, Division of Accounting Operations, MAR-333 Room 7325, 400 7th Street, S.W., Washington, DC 20590. To constitute a proper invoice, the invoice must include the following information and/or attached documentation:

- (a) Name of the business concern, invoice date, and invoice number.
- (b) Contract Number, Contract Line Item Number (CLIN), or other authorization for delivery of property or services.
- (c) Description, price, and quantity of property and services actually delivered or rendered.
- (d) Shipping and payment terms.
- (e) Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment issues could be asked.
- (f) Other substantiating documentation or information as required by the Contracting Officer.

G.10 Method of Payment

10.1 General. The Contractor shall forward the information required herein and any changes in the information to the Department of Transportation, Maritime Administration, MAR-333, Room 7325, 400 7th Street, S.W., Washington, DC 20590, not later than seven (7) days after receipt of the notice of award. It is the Contractor's responsibility to furnish changes promptly to avoid payments to erroneous addresses or bank accounts.

10.2 ELECTRONIC FUNDS TRANSFER PAYMENT METHODS. Payments under this contract will be made by the Government by electronic funds transfer (through the Treasury the Automated Clearing House (ACH)). No later than 14 days after award, the Contractor shall submit a completed Standard Form (SF) 3881, Attachment J-1, to MAR-333. The SF 3881 designates a financial institution for receipt of electronic funds transfer payments.

10.2.1 If the financial institution referenced in the SF 3881 does not have access to the Federal Reserve Communications System, name, address, and telegraphic abbreviation of the correspondent financial institution through which the financial institution receiving payment obtains wire transfer activity, provide the telegraphic abbreviation and American Bankers Association (ABA) identifying number for the correspondent institution.

10.2.2 In the event the Contractor, during the performance of this contract, elects to designate a different financial institution for the receipt of any payment made using electronic funds transfer procedures, notification of such change and a new SF 3881 sent to MAR-333 30 days prior to the date such change is to become effective.

10.2.3 The documents furnishing the information required in this clause must be dated and contain the signature, title, and telephone number of the Contractor official authorized to provide it, as well as the Contractor's name and contract number.

10.2.4 Contractor failure to properly designate a financial institution or to provide appropriate payee bank account information may delay payments of amounts otherwise properly due.

G.11 Compensation

This is a Firm Fixed Price Service contract. Invoices for fixed-price Contract Line Item Numbers (CLINs) 0001 through 0005 may be submitted in twenty-four (24) equal parts on the fifteenth (15th) and the last day of each calendar month for each year, including options, if exercised. Reimbursable invoices submitted for CLIN 0006 may be submitted concurrent with, but separate from, fixed-price invoices. Reimbursable items are listed in C.2.

G.12 Travel Requirements

Travel required by and performed by the Contractor in direct performance of this contract will be reimbursed on a reasonable, actual, allowable basis in accordance with the Federal Travel Regulations. Travel costs may include transportation, subsistence and lodging.

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The Contractor shall use only economy fare accommodations (coach or tourist) while performing travel under this contract, unless otherwise authorized. For travel performed in a cost reimbursable basis all cost documentation must accompany invoices for reimbursement.

G.13 Ordering Procedures for Reimbursable Supplies or Services

Reimbursable supplies or services previously approved by the Contracting Officer's Technical Representative (COTR) may be submitted on a separate invoice, not to exceed the amount specified in CLIN 0006, at actual cost on a monthly basis. All appropriate receipts must accompany the request for payment.

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SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST PROPOSALS

INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND PRICE PROPOSALS

The Request for Proposal along with any related documents for this procurement are made available only through electronic media available for downloading via the Internet at the U.S. Maritime Administration Virtual Office of Acquisition (VOA) Website: <http://voa.marad.dot.gov>. Proposals are due by **4:00 p.m.** Eastern Daylight Time **May 7, 2004**. No paper copies of proposals will be accepted.

One electronic copy of the proposal must be prepared in four (4) parts: (1) Standard Form 33 (SF33) Solicitation, Offer, and Award; (2) technical proposal including past performance (resume); (3) price proposal, and, (4) representations and certifications outlined in Section K. Offerors are to provide a detailed description for each part of the proposal in the designated space(s) provided on the VOA website. Information required to be submitted but left out of the offeror's proposal submission to the VOA website, shall be deemed to have been omitted from the proposal, and may render the proposal non-responsive. Each of the parts shall be separate and complete in itself so that evaluation of one may be accomplished independently from evaluation of the other.

Minimum hardware requirements to interface with VOA are:

- Microsoft Internet Explorer 5.5 or higher
- Netscape Navigator 6.0 or higher
- Javascript must be enabled
- Java applets must be enabled
- Cookies must be enabled

Both technical assistance and acquisition content assistance are available through VOA.

INQUIRIES

Inquiries and all correspondence concerning this solicitation document shall be submitted electronically via the VOA website. Questions shall be submitted via VOA under the Naval War College "Q&A Section." Answers will be posted on the VOA. Assistance to VOA will be provided through the VOA help desk as listed on the website.

PROPOSAL SUBMISSION

Proposals in response to this Solicitation must be submitted through the VOA website. In order to submit a proposal, offerors must first register with the VOA to receive a secure password. Offerors registered on VOA and the Naval War College Bidder's Mailing List, shall submit proposals electronically via VOA. Hard copies of proposals or submission via any other medium, unless specifically specified in the Solicitation, **SHALL NEITHER BE ACCEPTED NOR EVALUATED.**

Proposals must be submitted through VOA by the date and time specified in Block 9 of the SF-33. VOA will not allow proposal submissions or revisions after the designated time for submission of proposals (see FAR 52.214-7, Late Submissions, Modifications, and Withdrawals of Bids (Nov 1999)). **CAUTION: Offerors must accomplish a "Final Submit" in the VOA for the proposal to be considered. Once a "Final Submit" has been accomplished, no further revisions to the proposal can be made. Offerors are cautioned to allow sufficient time for electronic proposal completion and supporting document uploading. Once a "Final Submit" has been accomplished, VOA will indicate that "The Proposal Has Been Successfully Submitted."**

Offerors are encouraged to carefully read and follow the proposal submission instructions outlined on the VOA website. Proposal submission information must be provided in the appropriate spaces/sections designated on VOA. The Government will not be responsible for looking for and evaluating proposal information provided in spaces/sections other than those designed on VOA.

The Government will evaluate electronic proposals submitted via VOA in accordance with the criteria established in Section M of this Solicitation. Offerors are cautioned that the Government may elect to award contracts resultant from the initial proposals, without holding discussions.

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If revisions are requested, they will be submitted electronically via VOA, and evaluated on the same basis as previous submissions. The Government reserves the right to reject any proposal if any data submitted with a revision is inadequate to establish the acceptability of the revised offer. Any revision received after the closing date and time specified will be considered a late offer in accordance with FAR 52.214-7.

PROPOSAL INSTRUCTIONS - GENERAL

The Government requires the services of a single individual, whether or not self-employed, who will serve as Contractor for the full term of the contract, including options, if exercised.

Mandatory Requirement: At the time of proposal submission, offerors must possess a current Government Secret Security Clearance. In order to ensure compliance with this requirement, offerors must submit as part of their technical proposal evidence, in the form of the Name of the Agency from which the Secret Security Clearance was obtained, and the name and phone number of the Security Officer. Any proposal submitted without this information will be determined non-responsive. Should the Government be unable to confirm the Government Secret Security clearance by the time the Contracting Officer establishes the competitive range, the proposal will be removed from further evaluation consideration.

Part I - SF-33

Complete the following blocks of the SF 33: 13, as applicable; 14, as applicable; 15A; 15B; 15C; 16; 17; and 18.

Part II - Technical Proposal (Resume)

Due to the nature of the services provided, the technical proposal consists of the offeror's resume. The resume shall be in sufficient detail to provide a clear and concise presentation of relevant experience and education, and existing or previous level of security clearance attained. The proposal page limitation is defined on the VOA website. The resume shall address the following areas:

Technical Expertise

Address relevant technical experience, including but not limited to, military service/experiences (active and/or inactive); government service/experiences; teaching/instruction; maritime industry/legislation; maritime operations and/or logistics experience; and, similar or related contracts, subcontracts, and/or grants; practical experiences; educational level attained; professional organizations; and major accomplishments.

Address relevant education, including, but not limited to, maritime, teaching, international studies, history, economics, or law degree from an accredited institution; postgraduate degree from an accredited institution; military war college; professional seminars; and, workshops.

Past Performance

Offeror shall submit recent (not older than 3 years) past performance information, in the format below, on contracts you consider relevant in demonstrating your ability to perform the proposed effort. Include rationale supporting your rationale of relevance.

- (a) Customer names and address; and
- (b) Contract number and dollar amount; and,
- (c) Average number of technical personnel (by labor skill) involved; and,
- (d) Brief description of contract work scope and responsibilities; and,
- (e) Method which the offeror used to acquire the contract - noncompetitive or competitive; and
- (f) Nature of contract award, whether it was an initial award or follow-on to an existing contract; and,
- (g) Names and telephone number of the project officer and contracting/grants officer.

Only those offerors who have been determined by the Contracting Officer to possess a current Government Secret Security Clearance and acceptable resume will be considered eligible for award consideration. The Contractor must possess a Top Secret Security Clearance by issuance of Notice to Proceed. In order to ensure this requirement is met, the Government, at time of contract award, shall take the necessary steps to immediately commence the Top Secret Security Clearance process.

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Part III - Price Proposal

Offerors shall provide a total contract price per year for the base year and all option years as outlined in the designated section on the VOA.

Part IV - Representations and Certifications

Offerors shall complete and submit the representations and certifications provided **on the VOA**.

The Government will evaluate proposals in accordance with the evaluation criteria set forth in Section M of this solicitation.